WESS Module 5

Creating and Using HAZREP Templates

What is a Report Template?

- Report Templates are Pre-established "Forms" for each type of report that must be submitted on a recurring basis.
  - Allows a user to create a report that can be re-used with the default data populated and stored in the template.
  - Creating a report from a template limits data entry to those data elements that are unique to the event.
- Why Use a Template? Templates enhance and simplify the reporting process by reducing the time necessary to enter an event, by eliminating the entry of repetitive data.
  - Templates may be established for any reason the user desires – Reports may be set up by HAZREP type, activity involved, location, etc.

Uses for a Report Template

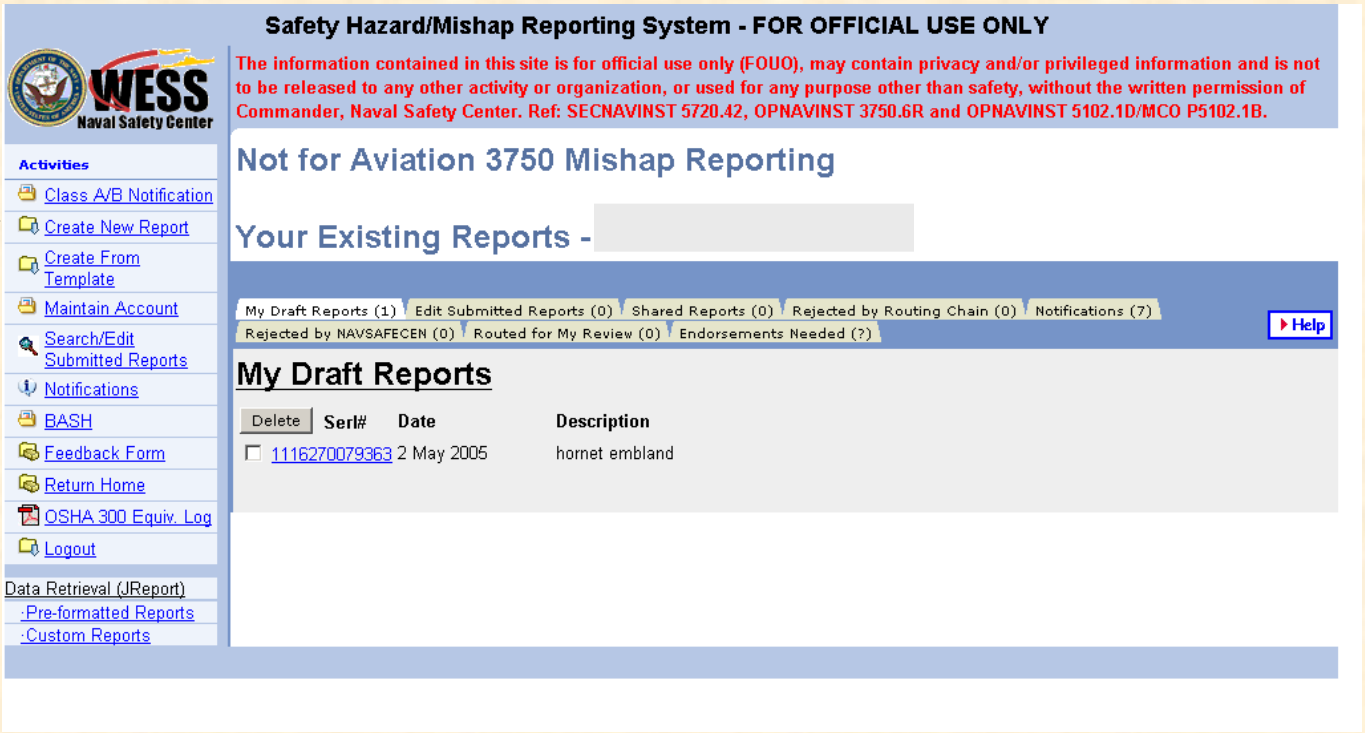
- Report Templates can be used for routinely reported hazards.
  - All UIC information can be entered in the template.
  - Point of Contact name, phone number, etc. can be entered.
- Even a completed report can be saved as a template before that report is sent if you anticipate having to send a similar report in the future.
  - Make sure that when using a template new information is entered and old information is changed.
  - Remember - your template is limited to the logic - if you answer questions differently you may get offered more or different questions.
    - For example, if your template is for an enlisted member and

WARNING!!!

- If you create multiple templates:
  - Do not use a template of one flavor to create a different flavored template (e.g. using a BASH hazrep template to create a template for an OOCF hazrep). You will create erroneous data in your new template and confuse yourself (and WESS!)
  - For additional templates, start from scratch and use the proper type of hazrep from the start

Creating a Template

After Login, the first WESS User Environment screen is displayed.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WESS
Naval Safety Center
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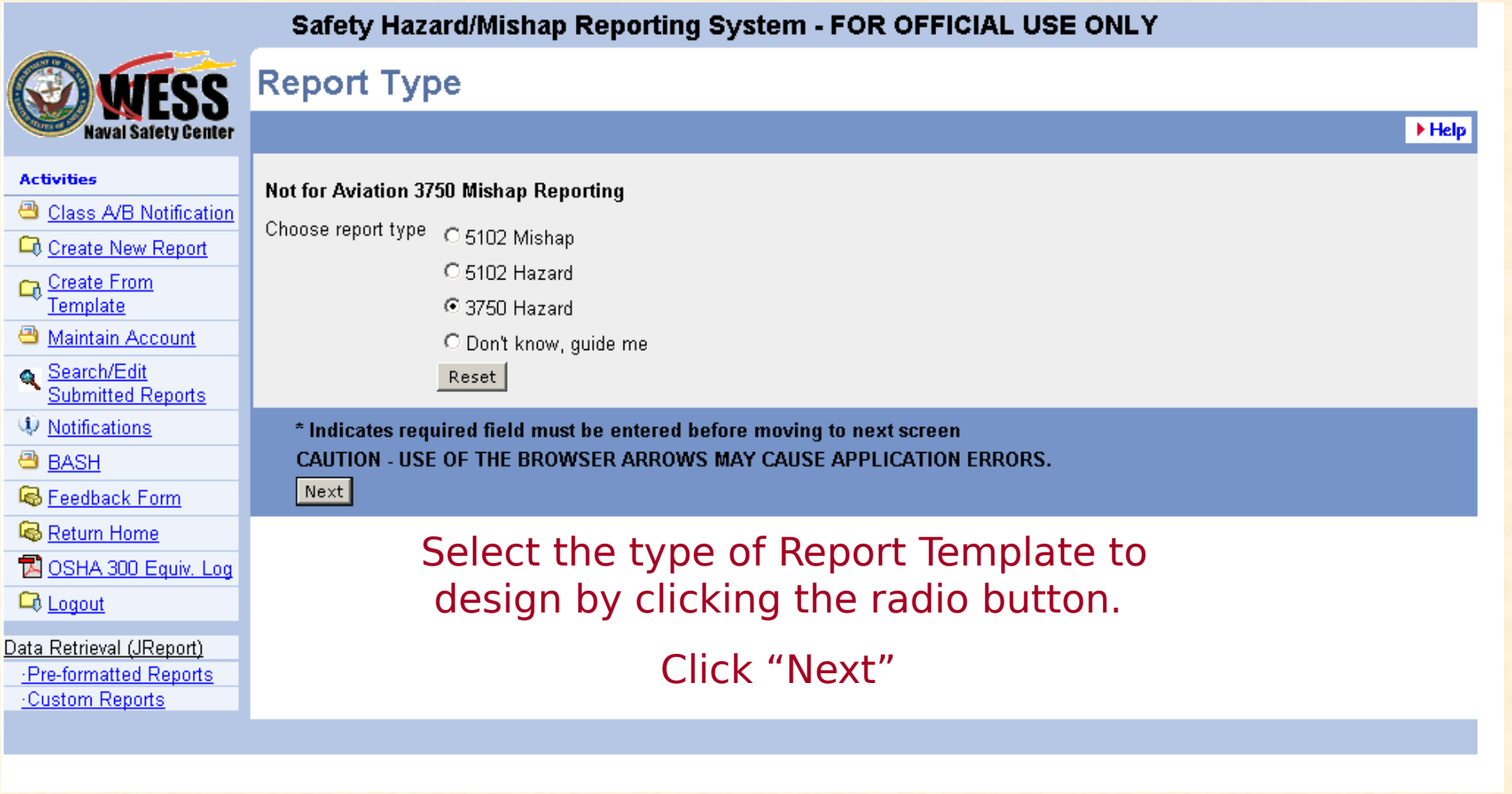
Activities
Class A/B Notification
Create New Report
Create From Template
Maintain Account
Search/Edit Submitted Reports
Notifications
BASH
Feedback Form
Return Home
OSHA 300 Equiv. Log
Logout
Data Retrieval (JReport)
·Pre-formatted Reports
·Custom Reports
Not for Aviation 3750 Mishap Reporting
Your Existing Reports -
My Draft Reports (1)
Edit Submitted Reports (0)
Shared Reports (0)
Rejected by Routing Chain (0)
Notifications (7)
Rejected by NAVSAFECEN (0)
Routed for My Review (0)
Endorsements Needed (?)
Help
My Draft Reports
Delete
SerI#
Date
Description
1116270079363
2 May 2005
hornet embland

Creating a Report Template begins the same way that you would report an actual HAZREP.

Click "Create New Report" to begin.

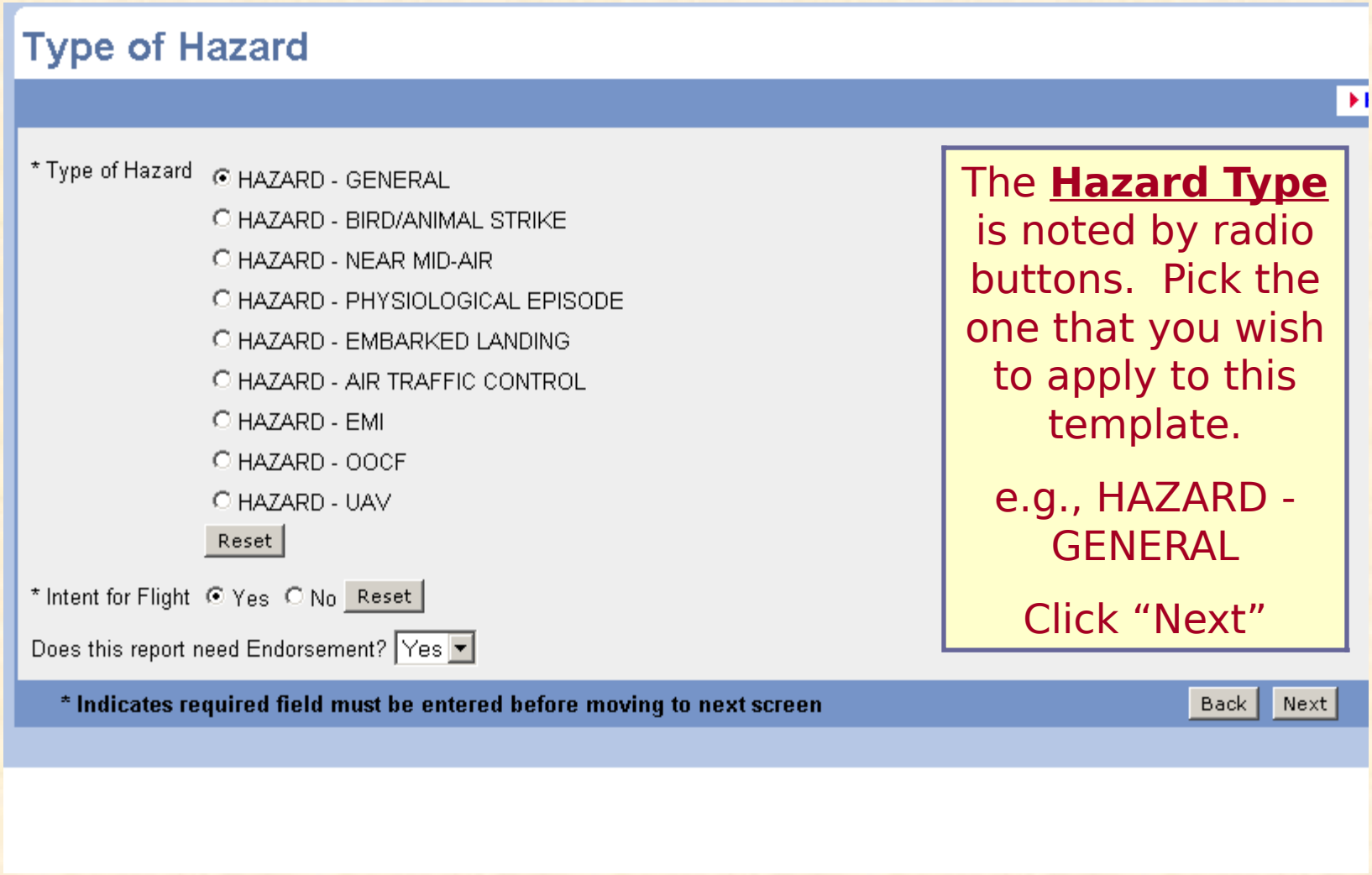
Select the Type of Report



Select the type of Report Template to design by clicking the radio button.

Click “Next”

Select the Mishap Characteristics

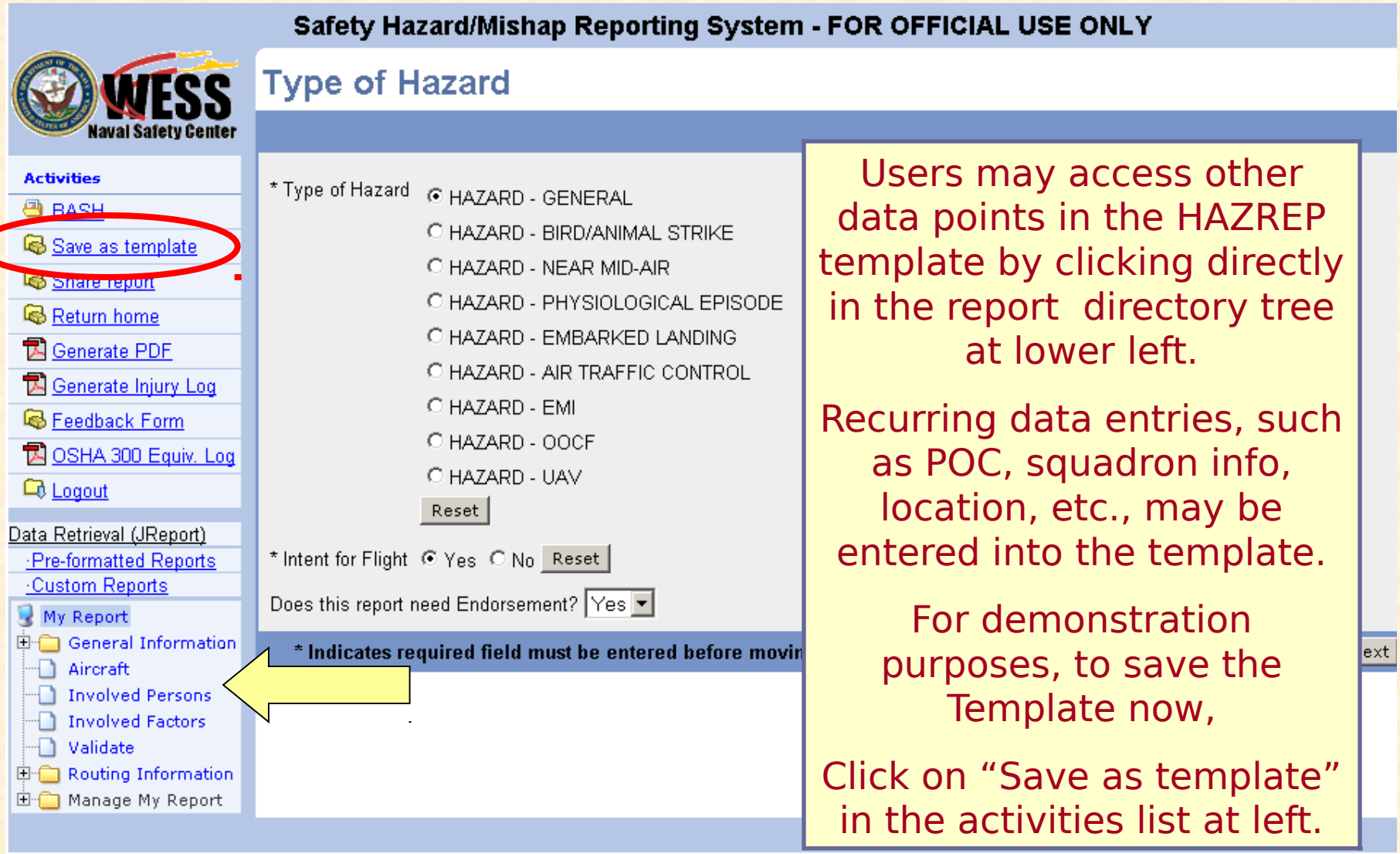


The **Hazard Type** is noted by radio buttons. Pick the one that you wish to apply to this template.

e.g., HAZARD - GENERAL

Click “Next”

Saving a Template



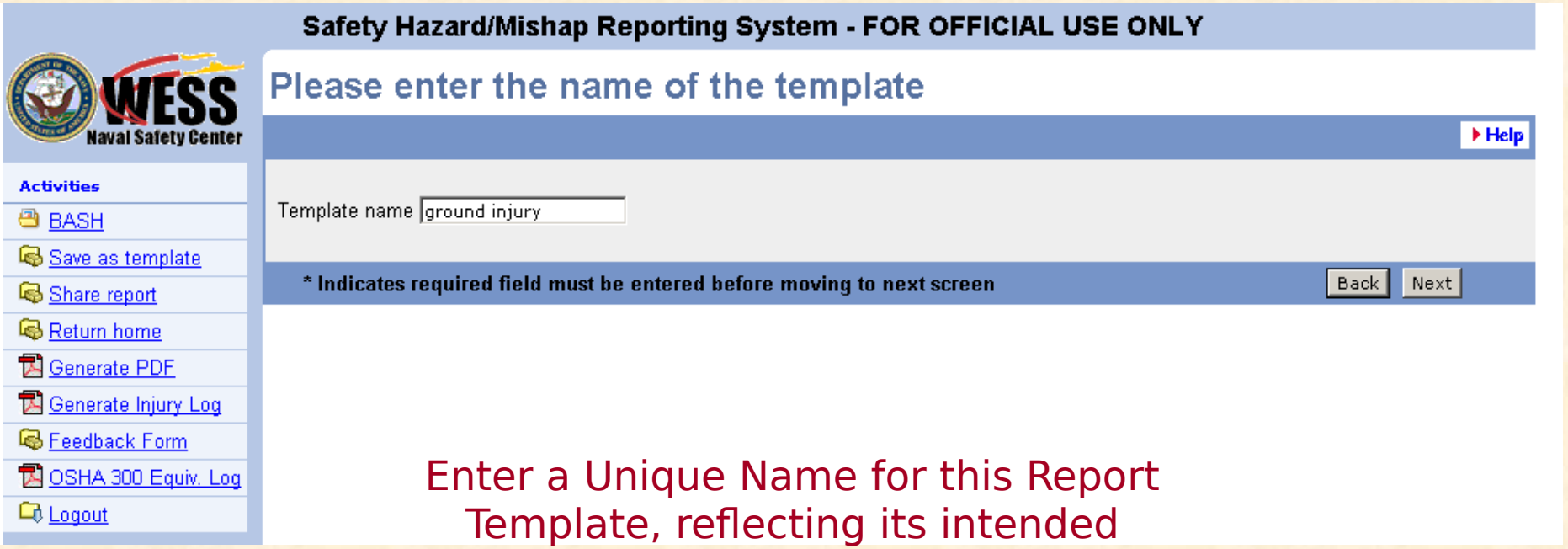
Users may access other data points in the HAZREP template by clicking directly in the report directory tree at lower left.

Recurring data entries, such as POC, squadron info, location, etc., may be entered into the template.

For demonstration purposes, to save the Template now,

Click on “Save as template” in the activities list at left.

Name & Save the Template



Enter a Unique Name for this Report Template, reflecting its intended purpose.

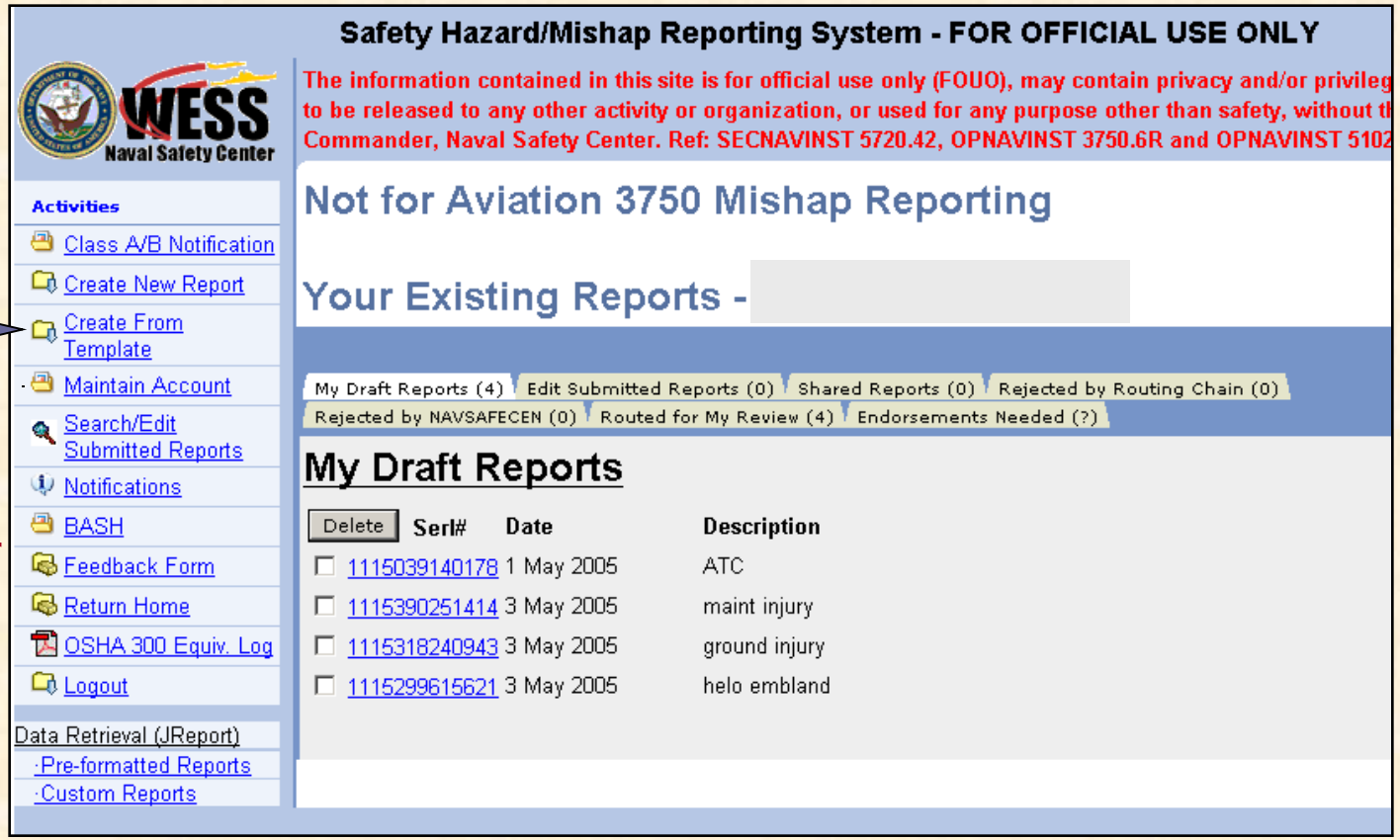
Click “Next” to Save the Template and Return to the Main User Environment.

Creating a Report from A Template

At the WESS User Environment screen, Click on "Create from Template"

A Template Menu screen will appear next.

Using the template for entering a report allows faster entry and reduces repetitive entries.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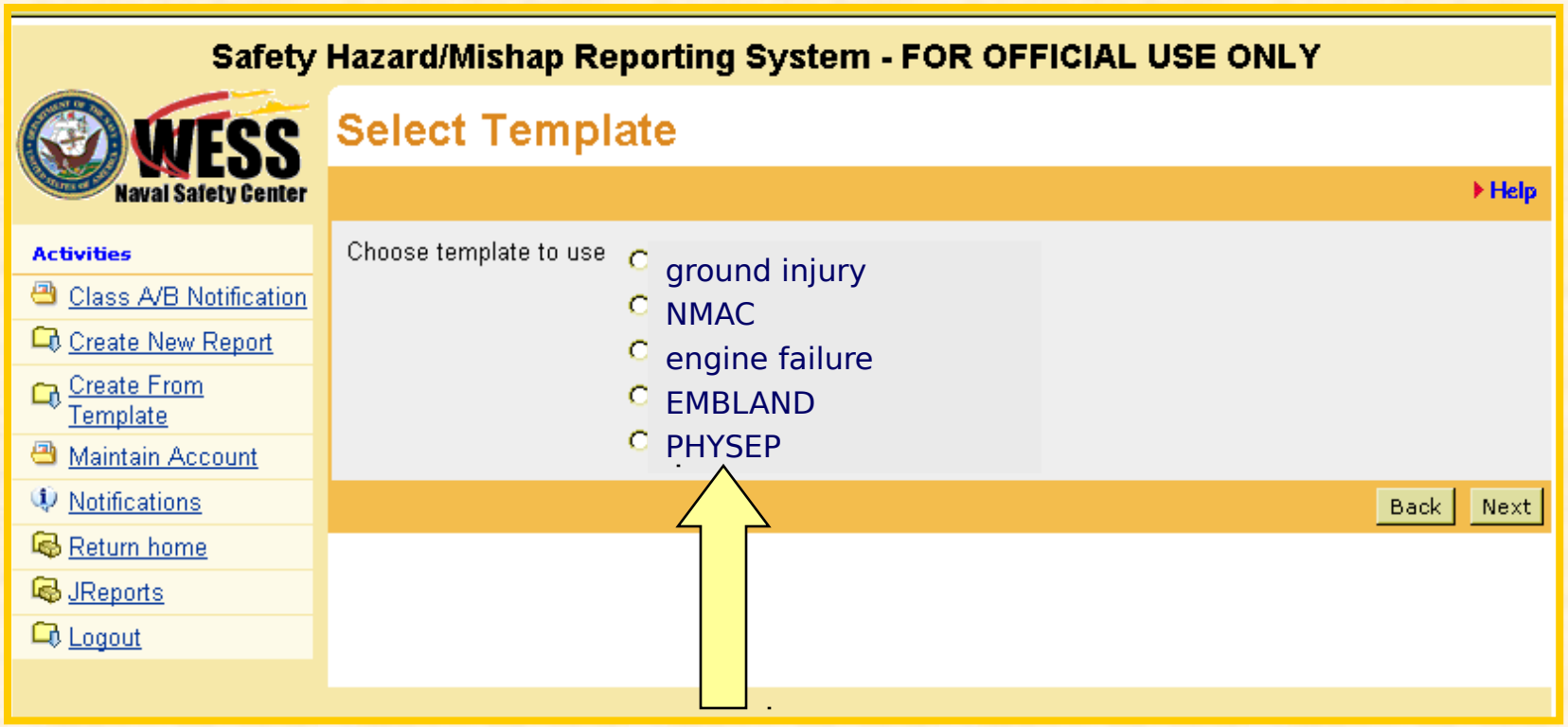
Rejected by NAVSAFECEN (0)
Routed for My Review (4)
Endorsements Needed (?)
My Draft Reports
Delete
Ser#
Date
Description
1115039140178 1 May 2005 ATC
1115390251414 3 May 2005 maint injury
1115318240943 3 May 2005 ground injury
1115299615621 3 May 2005 helo embland

Select a Template



The new ground injury HAZREP template is now displayed in the Template Menu along with others already created.

To report a ground injury event, select the template and click “Next”. Using this template, the static information is already in place. Only the data unique to the event must be entered.